



**Board of Selectmen Agenda November 10, 2014**  
**OFFICE OF THE BOARD OF SELECTMEN**  
**730 MASSACHUSETTS AVE**  
**ARLINGTON, MA 02476-4908**

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**AGENDA**

Monday, November 10, 2014  
7:15 PM

1. Proclamation: November is Pancreatic Cancer Awareness Month  
Terry Lavin, Pancreatic Cancer Action Network  
FOR APPROVAL
2. Request: Menotomy Grill & Tavern Late Night Event, 11/28/14  
William Lyons, Owner and Operational Manager, 25 Massachusetts Avenue
3. CONSENT AGENDA
  - a. Minutes of Meetings: October 27, 2014
  - b. Reappointments: Arlington Preservation Fund, Inc.  
Patrick Guthrie, Historical Commission designee; Al Stevens, Arlington Historical Society designee;  
Clark L. Griffith, Architect (terms to expire 9/2017)
  - c. Requests: 1) Free Parking 11/29, 12/6, 12/13, 12/20 and 12/27 for Holiday Shopping; and 2) Town's  
Support of First Lights  
Jennifer Tripp, Executive Director, Arlington Chamber of Commerce
  - d. Appointments of New Election Workers: (1) Ellizabeth Agostino, 38 Hibbert Street, U, Pct. 19; (2)  
Laurie Foran, 5 Reed Street, D, Pct. 19; (3) Jane Radzvin, 54 Medford Street, U, Pct. 10

**APPOINTMENTS**

4. Arlington Cultural Council  
Susan Lubar (term to expire 10/31/2017)
5. Poet Laureate Screening Committee  
Adam W. Chapdelaine, Town Manager

**LICENSES & PERMITS**

6. For Approval: Mystic Wine Shoppe LLC Change of Hours  
Eric Faiola, Owner 901 Massachusetts Avenue

**7. CITIZENS OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

**TRAFFIC RULES & ORDERS/OTHER BUSINESS**

8. Discussion and Adopt: Draft Selectmen's Handbook, Chapter 5

Kevin F. Greeley, Selectman

9. Discussion: Future BoS Meetings

CORRESPONDENCE RECEIVED

Resignation from Transportation Advisory Committee

Richard Turcotte, Co-Chair, TAC - Be Rec'd

Loans Approved at 34 and 49 Academy Street

John L Worden III; President, Arlington Preservation Fund - Be Rec'd




## Town of Arlington, Massachusetts

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### Proclamation: November is Pancreatic Cancer Awareness Month

#### ATTACHMENTS:

| Type  |                 | Description  |
|---|-----------------|--------------|
|  | Backup Material | Proclamation |

## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### PROCLAMATION

**WHEREAS:** November is Pancreatic Awareness Month in the Town of Arlington and an estimated 46,420 people in 2014 will be diagnosed with pancreatic cancer in the United States and 39,590 will die from the disease; and

**WHEREAS:** Pancreatic cancer is one of the deadliest cancers, is currently the fourth leading cause of cancer death in the United States and is projected to become the second by 2020; and

**WHEREAS:** Pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just six percent; and

**WHEREAS:** When symptoms of pancreatic cancer present themselves, it is generally late stage, and 73 percent of pancreatic cancer patients die within the first year of their diagnosis while 94 percent of pancreatic cancer patients die within the first five years; and

**WHEREAS:** Approximately 920 deaths will occur in MA in 2014; and

**WHEREAS:** the *Recalcitrant Cancer Research Act* was signed into law in 2013, which calls on the National Cancer Institute to develop a scientific framework, or strategic plans, for pancreatic cancer and other deadly cancers, which will help provide the strategic direction and guidance needed to make true progress against these diseases; and

**WHEREAS:** It will be very difficult to leverage the opportunities that come out of the scientific framework developed as a result of the “Recalcitrant Cancer Research Act” unless sustained and adequate funding is provided to the National Institutes of Health and National Cancer Institute; and

**WHEREAS:** Federal funding for medical research is critical to job protection and creation in Massachusetts; and

**WHEREAS:** The Pancreatic Cancer Action Network is the national organization serving the pancreatic cancer community in Arlington and nationwide through a comprehensive approach that includes public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer; and

**WHEREAS:** The Pancreatic Cancer Action Network and its affiliates in Arlington support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure; and

**WHEREAS:** The good health and well-being of the residents of Arlington are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.

**NOW, THEREFORE, BE IT RESOLVED,** that we, the Members of the Board of Selectmen, designate the month of November 2014 as “Pancreatic Cancer Awareness Month” in Arlington.

|       |                  |
|-------|------------------|
| _____ | <b>SELECTMEN</b> |
| _____ | <b>OF THE</b>    |
| _____ | <b>TOWN</b>      |
| _____ | <b>OF</b>        |
| _____ | <b>ARLINGTON</b> |

A true record4  
ATTEST:

By: \_\_\_\_\_  
Board Administrator



## Town of Arlington, Massachusetts

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**Request: Menotomy Grill & Tavern Late Night Event, 11/28/14**

### **ATTACHMENTS:**

| Type  | Description                |
|---|----------------------------|
|  Backup Material | Request from William Lyons |



**TOWN OF ARLINGTON**

**ARLINGTON, MA**

**DATE: 10/28/2014**

**SUB: PERMISSION / APPROVAL FOR ONE-TIME LATE NIGHT EVENT AT MENOTOMY GRILL AND TAVERN**

DEAR SIR/MADAM:

WE WISH TO ORGANIZE A REUNION, LOCATED AT 25 MASSACHUSETTS AVENUE, ARLINGTON, MA.

THIS WOULD BE A SPECIAL ONE-TIME EVENT FOR THE ARLINGTON HIGH SCHOOL CLASS OF 1989, AND IT WILL INCLUDE DJ MUSIC FROM 7:00 PM – 1:00 AM (NOVEMBER 29, 2013). WE EXPECT APPROXIMATELY 150 GUESTS AND WILL ENFORCE STRICT RULES FOR SECURITY (SECURITY PERSONNEL).

ALL GUESTS WILL BE OVER THE AGE OF 21 AND FOOD WILL BE PROVIDED THROUGHOUT THE ENTIRE EVENT.

PLEASE GIVE US PERMISSION TO REMAIN OPEN UNTIL 1:00 AM ON NOVEMBER 28, 2014 AND ALSO SELL LIQUOR UNTIL THAT TIME.

PLEASE CONTACT ME ANY TIME WITH ANY QUESTIONS REGARDING THIS EVENT.

SINCERELY,

A handwritten signature in cursive script, reading "William A. Lyons".

WILLIAM LYONS, OWNER AND OPERATIONAL MANAGER

MENOTOMY GRILL AND TAVERN

25 MASSACHUSETTS AVENUE \* ARLINGTON, MA 02474 \* 781-648-1775 [www.menotomygrill.com](http://www.menotomygrill.com)

AGREEMENT FOR TEMPORARY INCREASE IN HOURS

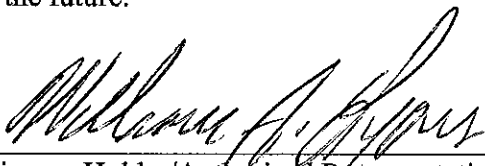
Licensee: Menotomy Grille LLC  
Licensed Premises: 25 Massachusetts Avenue  
License No.: 0030-00062  
License Type: All Alcohol Restaurant  
Expiration Date: 12/31/14

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The license-holder referenced above has requested a one-day increase in its regular hours of operation to allow it to stay open until 1:00 am on November 29, 2014, which represents an extension of its regular closing time of 12/Midnight.

In the event that the Board of Selectmen, as the local licensing authority, grants this request and in consideration thereof, the license-holder hereby (1) agrees to an immediate decrease in hours back to its regular closing time as of the first day the license-holder is open for business following the one-day increase described above; and (2) waives any right to notice or a public hearing under G.L. c. 138, § 12, ¶ 6, prior to returning to its regular hours.

This waiver shall apply only to the change in hours described herein and not to any decrease in hours that may arise in the future.

  
\_\_\_\_\_  
License Holder/Authorized Representative

10/29/14  
\_\_\_\_\_  
date





## Town of Arlington, Massachusetts

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### Minutes of Meetings: October 27, 2014

#### ATTACHMENTS:

| Type  |                 | Description            |
|---|-----------------|------------------------|
|  | Backup Material | 10-27-14 draft minutes |

**TOWN OF ARLINGTON  
BOARD OF SELECTMEN**

Meeting Minutes-Draft  
Monday, October 27, 2014  
7:15 p.m.

Present: Mr. Byrne, Chair, Mr. Curro, Vice Chair, Mr. Greeley, Mrs. Mahon and Mr. Dunn  
Also present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan

1. For Approval: Bond Sale \$12,218,000. General Obligation Bonds

Stephen J. Gilligan, Treasurer

Mrs. Mahon moved approval of:

Voted: that the sale of the \$12,218,000 General Obligation Municipal Purpose Loan of 2014 Bonds of the Town dated November 4, 2014 (the "Bonds"), to Morgan Stanley & Co. LLC at the price of \$13,218,797.92 is hereby approved and confirmed. The Bonds shall be payable on November 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

| <u>Year</u> | <u>Amount</u> | <u>Interest<br/>Rate</u> | <u>Year</u> | <u>Amount</u> | <u>Interest<br/>Rate</u> |
|-------------|---------------|--------------------------|-------------|---------------|--------------------------|
| 2015        | \$1,173,000   | 4.00%                    | 2025        | \$420,000     | 2.00%                    |
| 2016        | 1,130,000     | 4.00                     | 2026        | 420,000       | 2.125                    |
| 2017        | 1,110,000     | 4.00                     | 2027        | 420,000       | 2.25                     |
| 2018        | 1,075,000     | 4.00                     | 2028        | 415,000       | 3.00                     |
| 2019        | 960,000       | 4.00                     | 2029        | 355,000       | 3.00                     |
| 2020        | 650,000       | 4.00                     | 2030        | 355,000       | 3.00                     |
| 2021        | 630,000       | 4.00                     | 2031        | 355,000       | 3.00                     |
| 2022        | 625,000       | 4.00                     | 2032        | 355,000       | 3.00                     |
| 2023        | 625,000       | 4.00                     | 2033        | 355,000       | 3.00                     |
| 2024        | 440,000       | 4.00                     | 2034        | 350,000       | 3.00                     |

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 7, 2014, and a final Official Statement dated October 15, 2014 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

SO VOTED (5-0)

2. Presentation: Solar Installation on Town Property  
Ruthy Bennett, Regional Energy Manager & Ameresco Representatives  
Mr. Chapdelaine reported that the Town has selected Ameresco as the solar developer. Currently, Ameresco is developing their plan for the installation of solar panels on various buildings, and potentially parking lots.  
Mr. Foscett, Capital Planning Committee, spoke regarding concerns of entering into another long-term (20 year) contract citing difficulties with other long-term contracts. He asked that the Town Manager and Board consider having exit strategies in case the Town wants out-especially with changing technologies.  
Mr. Chapdelaine responded that he would look into concerns.

#### FOR APPROVAL

3. For Approval: Opening Of Warrant 2015  
Mrs. Mahon moved approval to open the Warrant for the Annual Town Meeting. The Annual Town Meeting will take place on Monday, April 27, 2015 at 8:00 p.m. in the Arlington Town Hall. The Warrant will open Tuesday, December 2, 2014 at 8:00 a.m. and will remain open until 12:00/Noon on Friday, January 30, 2015.  
SO VOTED (5-0)
4. Discuss and Adopt: Draft Selectmen's Handbook, Chapters 1-4  
Kevin F. Greeley, Selectmen  
Mr. Greeley moved approval of sections 1,2 and 4. The Code of Conduct section 3 will be discussed at a future meeting. SO VOTED (5-0)  
Mr. Dunn moved approval to amend pg. 12 the word "may" to "should". SO VOTED (5-0)  
Mr. Greeley moved approval with amendments. SO VOTED (5-0)
5. CONSENT AGENDA  
a. Minutes of Meetings: September 22, 2014.  
b. Request: Contractor/Drainlayer License  
C. M. Conway Construction, Inc., P.O. Box 14, Lynnfield, MA  
c. Request: Contractor/Drainlayer License  
InSite Contracting, Inc., 425 Medford Street, Charlestown, MA  
d. Request: Permit for Veterans' Day Parade, Tuesday, November 11th  
Jeffrey A. Chunglo, Director of Veterans Services  
Mr. Curro moved approval. SO VOTED (5-0)

#### PUBLIC HEARING: Disposition of 1207 Mass Ave - Public Input

The following is the public input:

- Sean Harrington/Precinct 15: recommends the Town use it for more meeting space and rental for functions.
- Stephen Gilligan/Treasurer: supports the Town selling and using the money towards other structure rebuilding payment of debt.
- Charlie Foscett/Capital Planning Committee: supports selling and using money for reconstruction of the Stratton School.
- Neil Mongole: supports mixed use property-commercial on the 1<sup>st</sup> floor and affordable housing on the 2<sup>nd</sup> floor.
- Richard McElroy/neighbor: states the area is not a viable business area (3 empty store fronts in a 2 block area). He feels if it is sold there will be little control for the neighborhood, but lease arrangement offers more control.
- Kerry Conrad/Soap Box Derby Organizer: recommends mixed facility use and is for renovating and using by the Town. It's an asset and would be quick and easy to sell but offers more as Town usage.
- Alan Jones/Precinct 14: feels it's a great location and could be used as an economic advantage for stimulating business. He asked the Board to consider delay of any sale for one year so that a co-usage plan could be developed. He suggests the following:

- 1) Organize a management group to be guided by the Planning Department

- 2) Develop a business plan to include rental-thus lowering costs to the Town. He points out that there is no loss of money from the past.
  - 3) The Town or co-usage group renovate the property while the management group raise funds and secure loans to finance the renovation.
  - 4) Make a decision on space usage after a trial period and use the Symmes project to guide the working group through the process.
- Rick Sherolson: supports a co-working usage space of small entrepreneurs. To be used by groups such as home based businesses, artists and possible innovative program usage for Arlington High School. Form a management group to plan the co-working space. He expressed interest in being one of the tenants.
  - Leon Dodd/DAV Member: Points out this property has cost Arlington nothing in past years to operate and needs to be brought up to building code. He supports it being used as a Town facility and requests some of the space being used for veteran's needs.
  - Eric Love: recommends co-usage for this property as a student gathering space, veteran gathering space, along with artist space.
- The Selectmen agreed to review all responses compiled and discuss at a future meeting.

## APPOINTMENTS

6. Council on Aging  
James Munsey (term to expire 6/30/2017)  
Mr. Greeley moved approval. SO VOTED (5-0)

## LICENSES & PERMITS

7. Request: Transfer of Stock/New Officer & Director/Issuance of Stock  
Jun Chen, Director d/b/a Sono Restaurant Inc., 471 Summer Street  
Mr. Dunn moved approval subject to all conditions set forth SO VOTED (5-0)
8. For Approval: Spy Pond Beer & Wine Change of Hours  
Sean Galvin, Owner d/b/a Spy Pond Beer & Wine, 137-137A Massachusetts Ave.  
Mr. Greeley moved approval subject to all conditions set forth. SO VOTED (5-0)

## 9. CITIZENS OPEN FORUM

These matters were presented for consideration of the Board:

S. Harrington/Precinct 15: stated he'd like to set the record straight regarding Rep. Garballey's math on the local aid percentage-that it hasn't been more than a 1% increase.

C. Hayes/Precinct 11: requested the Board to have the ARB reconsider the decision of the space allocation to the Council on Aging. The Friends of the Council on Aging have been involved at the Senior Center for over 30 years and feels this is an unfair decision made abruptly without care to the impact on seniors.

C. Foscett/Capital Planning Committee: stated he has deep respect for the work the Selectmen do and asked that they consider a no vote against the CPA tax question. He explained that the CPA tax is a very bad deal for the Town, especially when there is an override and several debt exclusions that will be needed in the near future.

## TRAFFIC RULES & ORDERS/OTHER BUSINESS

10. Proclamation: Arlington Recycles Week & Community Collection Day  
Gordon Jamieson, ARC Co-Chair and Charlotte Milan, Recycling Coordinator  
Mr. Jamieson reported there will be a community collection day on November 15<sup>th</sup> from 9:00 a.m. to 1:00 p.m.
11. Commercial Vacancy Trend Report-September 2014  
Carol Kowalski, Director of Planning and Ted Fields, Economic Development Planner  
Mr. Fields summarized and highlighted the commercial vacancy trends from 2006-September 2014. He reported that through the first three quarters of 2014, Arlington's commercial property owners have

benefitted from low vacancies and robust rents. Vacancies are very visible due to their location on busy commercial corridors (Mass. Ave. and Broadway) and clustering (vacancies are concentrated in parts of Arlington Heights and Arlington Center).

12. Update: Economic Development Activities  
Carol Kowalski, Director of Planning and Community Development  
Ms. Kowalski provided a brief overview of the fundamental elements of local economic development and an update on economic development activities of the department. She asked the Board to consider when making policy decisions the impact on economic development.
13. Discussion: Mt. Pleasant Cemetery Parking & Cut Through Traffic  
Adam W. Chapdelaine, Town Manager  
Mr. Chapdelaine reported:
  - 1) There will be a follow up recommendation on the traffic flow through the cemetery
  - 2) They are considering time limited parking to allow walking and birding visitors. Construction and the need for parking is subsiding. Signage will be added to reflect parking rules. Also being reviewed is the closing of the bridge and/or the chaining off of an entrance.
14. Request: Wellington Street Referral to TAC  
Adam W. Chapdelaine, Town Manager  
Mr. Greeley moved approval to explore the DOT process of speed change and instruct Police patrols to be increased. SO VOTED (5-0)  
Mr. Conrad, TAC Associate Member, will follow up on this request with TAC.

#### CORRESPONDENCE RECEIVED

Xfinity 3D No Longer Available  
Comcast Xfinity, Frank Foss, Sr. Manager - Be Rec'd

Digital Speeding Device Request for Forest St./ Brand St. Cori Gaffney, Forest St. - Be Rec'd  
Mr. Byrne will report back at a future meeting.

Dept. of Environmental Protection-Grant Award  
MassDep Awarded the Town a Sustainable Materials Recovery Program Municipal Grant-Be Rec'd

Mrs. Mahon moved receipt of correspondence received. SO VOTED (5-0)

#### NEW BUSINESS

Mr. Chapdelaine announced the Town received the Distinguished Budget Presentation Report award for the 2<sup>nd</sup> year in a row.  
Mr. Chapdelaine reported on the status of traffic signal in the center.

Mr. Dunn stated that the Long Term Planning Committee is discussing and researching the 5-year budget cycle.

Mr. Dunn reminded everyone that November 4<sup>th</sup> is the State Election-a reminder for everyone to vote.

Mr. Curro reported that the Chamber of Commerce Recognition Banquet was a great event and it was great to see the Fire and Police Departments honored among the recipients.

Mrs. Mahon moved to adjourn at 10:40 PM. SO VOTED (5-0)

A true record: Attest

Mary Ann Sullivan  
Selectmen's Office

**Next scheduled meeting of BoS – November 10, 2014.**

10 /27/14

| Agenda Item    | Documents Used  |
|----------------|---|
| 1              | Capital Projects FY2015<br>BOND MEMO<br>Bond Vote   |
| 2              | Description<br>Memorandum to Board<br>Presentation  |
| 3              | Opening of Warrant for Annual Town Meeting 2015   |
| 4              | Draft handbook chapters 1-4   |
| 5 (a)          | Draft minutes 9/22/14   |
| 5 (b)          | Engineering recommendation, Application, Meeting notice   |
| 5 (c)          | Engineering recommendation, Application, Meeting notice   |
| 5 (d)          | Letter of Request   |
| 6              | Town Manager memorandum<br>Munsey Letter<br>Resume<br>Meeting Notice  |
| 7              | License application packet-Sono   |
| 8              | Spy Pond Beer & Wine  |
| 10             | Recycles Week 2014 Proclamation   |
| 11             | Comm. Vacancy Trend Report Summary<br>Comm. Vacancy Trend Report Chart  |
| 12             | Econ Development Report   |
| 13             | Memorandum to Board   |
| 14             | Correspondence with Resident  |
| Corr.<br>Rec'd | 1. Comcast Xfinity 3D Notice<br>2. Gaffny email request Digital Speeding Device- Be Rec'd<br>3. Commonwealth of Mass. letter 10.16.14 |



## **Town of Arlington, Massachusetts**

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### **Reappointments: Arlington Preservation Fund, Inc.**

#### **Summary:**

Clark L. Griffith, Architect (terms to expire 9/2017)

#### **ATTACHMENTS:**

| Type                                     | Description  |
|--|--|
| <input type="checkbox"/> Backup Material | Preservation Fund letter; Guthrie, Stevens, Griffith meeting notices |

RECEIVED  
ELECTRONIC OFFICE  
OCT 14 11 51 AM '14

ARLINGTON PRESERVATION FUND, INC.

Please reply to:

John L. Worden III  
50 Congress Street  
Boston, Massachusetts 02109  
(617) 227-8662

jworden@swwalaw.com

October 9, 2014

Board of Selectmen  
Town Hall  
Arlington, Massachusetts 02176

Mrs. Mahon & Gentlemen:

The terms of three members of the Preservation Fund corporation expired last month. Accordingly, we ask that you re-appoint for three year terms:

Patrick Guthrie, 41 Wellington Street (Historical Commission designee);

Al Stevens, 84 Jason Street (Arlington Historical Society designee); and

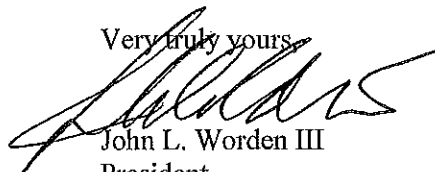
Clark L. Griffith, 5 Woodland Road, Lexington 02420 (architect)

Also this is to let you know that the Fund's Board of Directors has approved an additional loan of \$29,000 to Dr. James Ellison to remove the vinyl siding and replacement with clapboards on a house at 34 Academy Street, which is in the Pleasant Street Historic District. This work has been approved by the Historic District Commission. As mentioned in my June 24 letter to you regarding his initial loan, the house in question is a 1959 infill structure on part of the former Hornblower-Rice Estate (previously Potter's Grove). Although the structure is not historically or architecturally significant, the fact that it has heretofore been a somewhat discordant element in an otherwise fairly well-preserved streetscape makes it worthwhile to improve its appearance and in the process to help its owner with a low-interest loan.

At the same meeting we approved a loan of \$35,000 to David and Hilary Baldwin, for restoration of the garage on their property at 49 Academy Street. This stone two-bay structure was built about 1920, after the house was moved by Mr. Smith to the former front yard of a house set far back from the street. The project includes repairs to the stone work (fairly unique, since most garages in that era were built of concrete block), roof replacement (eliminating the present asbestos), and replacement of the side-hinged doors, no longer functional, with exact replicas. This building is also in the Pleasant Street Historic District, and the work has been approved by the Historic District Commission.

If you have any questions, please do not hesitate to let me know.

Very truly yours,



John L. Worden III  
President

JLW/jbr

cc: Mrs. Lemnios



OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

November 4, 2014

Patrick Guthrie  
41 Wellington Street  
Arlington, MA 02476

Re: Reappointment - Arlington Preservation Fund

Dear Mr. Guthrie:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, November 10th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr

OFFICE OF THE BOARD OF SELECTMEN

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781-316-3020  
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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

November 4, 2014

Al Stevens  
84 Jason Street  
Arlington, MA 02476

Re: Reappointment - Arlington Preservation Fund

Dear Mr. Stevens:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, November 10th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr

OFFICE OF THE BOARD OF SELECTMEN

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JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREBLEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

November 4, 2014

Clark L. Griffith  
5 Woodland Road  
Lexington, MA 02420

Re: Reappointment - Arlington Preservation Fund

Dear Mr. Griffith:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, November 10th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

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**Requests: 1) Free Parking 11/29, 12/6, 12/13, 12/20 and 12/27 for Holiday Shopping; and 2) Town's Support of First Lights**

### **ATTACHMENTS:**

| Type                                     | Description                 |
|--|-----------------------------|
| <input type="checkbox"/> Backup Material | Chamber of Commerce Request |



Marie Krepelka  
Board of Selectmen  
Arlington Town Hall  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Marie:

The Arlington Chamber of Commerce would like to request that the Board of Selectman approve the following to promote our Shop Local for the Holidays campaign.

- 1) Free Parking on Saturdays in the Russell and Water Street Municipal Lots for the following dates:
  - a) Saturday, November 29, 2014
  - b) Saturday, December 6, 2014
  - c) Saturday, December 13, 2014
  - d) Saturday, December 20, 2014
  - e) Saturday, December 27, 2014
- 2) The Town support of First Lights, a town wide event to promote shop local for the holidays. This is being organized by the Town, (Ted Fields and Joe Curro), Arlington Chamber of Commerce, Capitol Square Business Association, the Arlington Center Business Association and the Arlington Heights Business District.

First Lights includes:

- A. Tree lighting in Arlington Center (tree next to fire station) on Friday, December 5 at 6:30 PM to kick off the event.
- B. Saturday, December 6, noon – 4 : Two trolleys traveling from East Arlington to Arlington Heights with multiple stops along the way.
- C. Each participating business will provide their own promotion
- D. Window Decorating Contest to be judged by the Arlington Cultural Council

Thank you for your assistance in this matter. Please feel free to contact me if you have any questions or require additional information.

Best Regards,

Jennifer Tripp  
Executive Director  
Arlington Chamber of Commerce



## **Town of Arlington, Massachusetts**

---

**Appointments of New Election Workers: (1) Ellizabeth Agostino, 38 Hibbert Street, U, Pct. 19; (2) Laurie Foran, 5 Reed Street, D, Pct. 19; (3) Jane Radzvin, 54 Medford Street, U, Pct. 10**

### **ATTACHMENTS:**

| Type                                     | Description                                |
|--|--|
| <input type="checkbox"/> Backup Material | Agostino, Foran and Radzvin master records |

# ELECTION WORKER'S MASTER RECORD

Date: 11/4/14

Check One: ☒ New Employee

☐ Change to Existing Employee

Vendor # \_\_\_\_\_ Position INSPECTOR  
Name ELIZABETH AGOSTINO Democrat \_\_\_\_\_  
Address 38 HIBBERT STREET Republican \_\_\_\_\_  
Unenrolled ☒  
Zip Code 02476 Precinct 19  
Alpha/Last Name \_\_\_\_\_ Phone # 781-643-8833

Position Codes:

10 Warden  
20 Deputy Warden  
30 Inspector  
40 Deputy Inspector  
50 Clerk

60 Deputy Clerk  
70 Teller  
80 Substitute  
90 Custodian

# ELECTION WORKER'S MASTER RECORD

Date: 11/14/14

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_ Position INSPECTOR

Name LAURIE FOEAW Democrat ☒

Address 5 REEB STREET Republican \_\_\_\_\_

\_\_\_\_\_ Unenrolled \_\_\_\_\_

Zip Code 08474 Precinct 19

Alpha/Last Name \_\_\_\_\_ Phone # 761-859-9580

Position Codes:

10 Warden

20 Deputy Warden

30 Inspector

40 Deputy Inspector

50 Clerk

60 Deputy Clerk

70 Teller

80 Substitute

90 Custodian



**ELECTION WORKER'S MASTER RECORD**

Date: 11/4/14

Check One: ☒ New Employee  
☐ Change to Existing Employee

Vendor # \_\_\_\_\_ Position RELIEF INSPECTOR  
Name JANE RADZVIN Democrat \_\_\_\_\_  
Address 54 MEDFORD ST Republican \_\_\_\_\_  
APT. 103 Unenrolled ☒  
Zip Code 02474 Precinct 10  
Alpha/Last Name \_\_\_\_\_ Phone # 781-316-1647

|                 |                     |                 |
|-----------------|---------------------|-----------------|
| Position Codes: | 10 Warden           | 60 Deputy Clerk |
|                 | 20 Deputy Warden    | 70 Teller       |
|                 | 30 Inspector        | 80 Substitute   |
|                 | 40 Deputy Inspector | 90 Custodian    |
|                 | 50 Clerk            |                 |



## Town of Arlington, Massachusetts

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### Arlington Cultural Council

#### ATTACHMENTS:

Type

Description

Backup Material

Cultural Council memo, Lubar resume, meeting notice

**MEMO**

Date: October 21, 2014  
To: Selectmen's Office / Town of Arlington  
From: Eliza Burden, Co-Chair / Arlington Cultural Council  
Re: Appointment of one new member to the Arlington Cultural Council

---

At its monthly business meeting on October 20, 2014, the Arlington Cultural Council approved the appointment of one new council member whose first term begins immediately and expires in October 2017. It is our hope that she could be scheduled to attend the October 27 Board of Selectmen's meeting.

Susan Lubar  
33 Gray Street  
Arlington, MA 02476

**(781)648-0085**

**[suzi@lubar.net](mailto:suzi@lubar.net)**

A resume of Ms Lubar's volunteer work has been attached for your reference. Thanks very much for your assistance.

Eliza Burden,  
Co-Chair, Arlington Cultural Council

---

Susan (Suzi) Roberts Lubar

33 Gray St.

Arlington, MA 02476

(781)648-0085

suzi@lubar.net

#### Occupation

Lead Software Engineer, The MITRE Corporation

#### Education

B.S., M.S. Computer Science, The University of Michigan

#### Arlington Volunteer Roles

1/1990 – 6/1991 Set construction crew, Arlington Friends of the Drama

9/2001 – 2/2002 Symmes Public Use Working Group member

1/2002 – present Friends of Menotomy Rocks Park Board member

#### Bishop School

- 9/2006 - 6/2008 Art room volunteer
- 9/2009 - 6/2012 Library volunteer
- 2010, 2011 Chili cook off coordinator

9/2006 – 6/2013 Girl Scout troop leader

#### Interests

Theater, travel, knitting, baking, cooking, hiking

---

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREBLEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

November 4, 2014

Susan Lubar  
33 Gray Street  
Arlington, MA 02476

Re: Appointment: Arlington Cultural Council

Dear Ms. Lubar:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, November 10th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

---

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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### Poet Laureate Screening Committee

#### ATTACHMENTS:

| Type  | Description         |
|---|---------------------|
|  Cover Memo      | Memorandum to Board |
|  Backup Material | Enabling Bylaw      |



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine**  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Members of the Board of Selectmen

**From:** Adam Chapdelaine, Town Manager

**RE:** Poet Laureate Screening Committee

**Date:** November 6, 2014

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I am writing to you tonight to request your consent regarding my appointment to the Poet Laureate Screening Committee. I would like to appoint Jane Howard, 12 Woodland Street, to serve as the Town Manager's designee on the committee.

I have attached the enabling bylaw for your reference as well. The other appointing authorities for the screening committee have been at work selecting their representatives (some have already done so) and once they are complete, I plan to convene the committee to begin the recruitment and screening process.

Please let me know if you have any questions in regard to this matter.

## **ARTICLE 11**

### **POET LAUREAT OF ARLINGTON**

(ART. 13 – ATM - 4/30/14)

#### **Section 1. Establishment of an Honorary Poet Laureate of Arlington**

There is hereby established for the purposes of advancing the literary arts, enriching the community, and recognizing the literary achievements of Town residents, the honorary position of Poet Laureate of Arlington.

#### **Section 2. Selection, Term and Criteria**

Appointment of a Poet Laureate shall be for a term of one year, annually renewable for a total of three years based on the recommendation of a screening committee of five persons consisting of one person each designated by:

- (a) The Library Board of Trustees (by majority vote)
- (b) The Arlington School Committee (by majority vote)
- (c) The Arlington Commission on Arts and Culture (by majority vote)
- (d) Town Meeting Member (appointed by the Town Moderator)
- (e) The Town Manager (with advice and consent of the Board of Selectmen):

and confirmed by the Board of Selectmen.

This honorary position shall be voluntary. Only Arlington residents shall be considered for appointment, and any person appointed as Poet Laureate of Arlington must at all times remain an Arlington resident during their term as Poet Laureate. In the event that a Poet Laureate is no longer a resident of Arlington during their term, the honorary position shall be construed to have been constructively vacated.

#### **Section 3. Duties of the Poet Laureate**

The duties of the Poet Laureate shall be to present original works of poetry, conduct readings and participate in public events and Town, public school and library programs as appropriate and practicable.





## Town of Arlington, Massachusetts

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**For Approval: Mystic Wine Shoppe LLC Change of Hours**

**ATTACHMENTS:**

| Type  | Description                    |
|---|--------------------------------|
|  Backup Material | application-Mystic Wine Shoppe |

RECEIVED  
COLLECTOR'S OFFICE  
ARLINGTON, MA 02174  
NOV 4 1 37 AM '14

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

Print Form

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE  
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

003000060

LICENSEE NAME:

Mystic Wine Shoppe LLC

ADDRESS:

901 Mass Ave

CITY/TOWN:

Arlington

STATE

ma

ZIP CODE

02476

TRANSACTION TYPE (Please check all relevant transactions):

☒ Change of Hours

10am - 7pm Sunday

☐ Change of DBA

☐ Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL  
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND  
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION  
P. O. BOX 3396  
BOSTON, MA 02241-3396



MYSTIC WINE SHOPPE LLC  
901 MASSACHUSETTS AVENUE  
ARLINGTON, MA 02476  
TEL: 781-646-2100  
MYSTICWINESHOPPE.COM

## Meeting of the Board of Directors

November 3, 2014

Voted

To change the Sunday hours of operation from the current 12:00 pm to 7:00 pm to the new hours of 10:00 to 7:00 pm.

Which hours are authorized by recently revised Massachusetts state law.

Voted this day of November 3, 2014

A handwritten signature in cursive script, appearing to read "Eric Faiola", written over a horizontal line.

Eric Faiola, Manager

A handwritten date "11/5/2014" written over a horizontal line.

Date




## **Town of Arlington, Massachusetts**

---

### **Discussion and Adopt: Draft Selectmen's Handbook, Chapter 5**

#### **ATTACHMENTS:**

| Type  | Description     |
|---|-----------------|
|  Backup Material | Chapter 5 draft |

## 5. Board Meeting & Hearing Procedures

---

**B**oard meetings and hearings are the primary manner in which the Selectmen as a body conduct their work, both by tradition and operation of law. This section outlines the significant policies and practices of the Board in arranging and conducting meetings and hearings.

### A. Notice of Meetings

The Office of the Board of Selectmen, on behalf of the Chairman, is responsible for filing appropriate public notice of any Board meeting or hearing with the Town Clerk at least 48 hours in advance, excluding Saturdays, Sundays and Legal Holidays. The Office of the Board of Selectmen, including the Board Administrator, shall take all steps necessary to ensure Board notices comply with requirements of the Open Meeting Law, as well as any other notice requirements germane to a given public hearing or agenda item under the laws of the Commonwealth.

Typically, notice must set forth the following information regarding any meeting or hearing:

- Date and time of meeting;
- Place of meeting; and
- A list of topics the Chair reasonably anticipates to be discussed at the meeting or hearing. (See also Agendas, set forth in §5.C below).

### B. Schedule & Location

Unless otherwise set forth on meeting notices, regular meetings of the Board are held at least twice per month on Monday evenings September through June. Meetings are commenced generally at 7:15, and all business is to conclude by 11:00 p.m. unless extended by Board vote. The location of meetings unless otherwise specified in notices is in the Selectmen's Chambers on the second floor of Town Hall.

During July and August, meetings may be scheduled on a monthly basis. The Board shall not meet on days designated as legal holidays. Meetings falling on a legal holiday are cancelled or rescheduled for another date at the discretion of the Board.

## **B-1. Hearings & Special Meetings**

Hearings (conducted separately from regular meetings) and special meetings of the Board may be scheduled at the discretion of the Board regarding any matter within their jurisdiction. Subjects of special meetings or hearings may include matters such as setting Board and Town Manager goals and objectives for the year, or warrant articles where regular meetings would not provide sufficient time to address all appropriate articles within a given Town Meeting cycle. Any special hearings or meetings follow the normal notice procedure absent an emergency, or pertinent provisions of law setting forth further notice criteria than the Open Meeting Law.

## **B-2. Emergency Meetings**

An “Emergency Meeting” is defined by law as a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. Emergency meetings of the Board may be called by the Chairman or any Member of the Board through the Board Administrator consistent with the requirements of the Open Meeting Law, which allows a meeting in special circumstances even though no notice was previously posted.

However, a notice should be posted at the earliest possible juncture; all Board members must be notified by the Board Administrator; and a majority of Selectmen must agree to convene an emergency meeting.

## **C. Agendas**

### **C -1. Responsibility**

The Chairman of the Board holds the responsibility for coordinating and planning the regular agenda. Each of the Members of the Board and the Town Manager may request items be placed on the agenda, but must communicate their desired agenda items both to the Chair and the Office of the Board of Selectmen. Ultimate authority over what items are to be placed on an agenda is vested in the Chair. However, any dispute with respect to agenda items requested, but not placed on an agenda, by members of the Board or the Town Manager may be raised during “new business” within a Board meeting.

The Board Administrator, after consultation with the Chairman, shall schedule a realistic time period for each appointment, interview, conference, or other scheduled item of

business and shall confirm all appointments including time allotted.

Further, the Chairman, in consultation with the Board Administrator and the Town Manager, shall decide the meeting date on which any given agenda item shall appear.

### **C-2. Timing**

All items, including background and reference materials for a regular meeting agenda must be submitted to the Office of the Board of Selectmen by twelve noon on the Wednesday preceding the meeting so an agenda may be posted in a timely fashion.

Items of emergency or strictly routine nature that develop after closing of the agenda may be considered under “new business.” However, persons seeking action or approval from the Board such as license and permit applicants are advised that the Selectmen will not ordinarily place untimely requests on the agenda due to lack of diligence by such applicants.

Moreover, to the extent feasible, the Office of the Board of Selectmen shall provide a revised agenda enumerating emergency or other authorized items added after the

closing of the agenda, in advance of the meeting.

### **C-3. Format and Content**

Agenda items will appear in a Board approved format. See Sample Agenda attached in Appendix Section A-3. An agenda item should be followed by the name of the person or board or committee requesting the item to be placed on the agenda.

### **C-4. Release and Distribution of Agenda Materials**

For regular meetings the complete agenda shall be available to the public and the press at the Selectmen's office no later than the Friday afternoon before the meeting date and shall be posted on the Town's website that same day. Similarly, the official weekly agenda will be available to the Selectmen, the Town Manager, and Town Counsel on Thursday evening.

Copies of the minutes and all important correspondence, reports and other pertinent background materials shall be electronically accessible to the Members of the Board, the Town Manager, and Town Counsel with the agenda.

The special meetings of the Board shall conform insofar as practical to

the agenda for the regular Monday meetings. Distribution shall be as outlined above to the extent possible.

Additional copies of the agenda shall be available in sufficient quantity to distribute to those requesting a copy and to the people in attendance at the meetings.

### **C-5. Notification of Interested Parties**

The Office of the Board of Selectmen shall notify persons who are directly involved in the issues to be discussed by the Board of Selectmen. This shall include items requested by the Town Manager.

### **D. Meeting and Hearing Procedures**

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. It is the Board's practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion.

Robert's Rule of Order is used as a guide in matters requiring clarification or definition.

A quorum shall consist of three members of the Board. As a practical

courtesy, action on critical or controversial matters, the adoption of policies or the making of critical appointments shall be taken whenever practicable only when the full Board is in attendance.

Actions and decisions shall be by motion, second and vote. Split vote will be identified by name. When only three members of the Board are present or in the case of nominations, no second will be required prior to Board action.

### **D-1. Remote Participation**

The Board approves the use of remote participation by Members of the Board within the bounds allowed by the Open Meeting Law. All votes taken when any Selectmen participates remotely shall be conducted by roll call vote.

### **E. Citizen Participation at Board of Selectmen Meetings**

Unless directly involved in a public agenda item or within a hearing, citizens may only participate at a regular Board meeting at the discretion of the Chairman, or upon request of any member of the Board.



A Public Comment or “Citizens’ Open Forum” period will be scheduled at each meeting to hear concerns of the general public. Citizens are welcome to raise new issues for future board agendas, identify community problems, and comment on past, present or future board agendas.

The issues raised will not typically be debated at such time.

Further Citizen’s Open Forum shall be conducted under the following rules:

1. Persons wishing to participate in Citizen’s Open Forum should sign up to speak on an appropriate Forum list prior to the commencement of the meeting and will generally be recognized in order;
2. There will be no vote or other actions by Board members based on Forum public comments;
3. Each speaker may speak only once for a maximum of three (3) minutes;
4. As noted by the Attorney General’s Office, each speaker

must first be recognized by the Chair before speaking;

5. Before speaking participants should state their names, addresses, and if known, precincts; and
6. All speakers will adhere to our commonly agreed upon standard of civility, specifically:
  - a. treat others with respect;
  - b. avoid personalities, refraining from disparaging remarks about any person or group; and
  - c. refrain from any conduct which substantively disrupts the Board’s ability to conduct business.

Additionally, members of the public may present the Board with materials in support of their comments. However, presentation of audiovisual materials will only be allowed at the discretion of the Chair and must be provided to the Office of the Board of Selectmen by twelve noon on the Wednesday prior to the meeting.

## **E-1 Public Recording of Meetings**

Board of Selectmen Meetings are broadcast and recorded by Arlington Community Media, Inc., which provides members of the public free access to such recordings. However, audio and video recordings of meetings by members of the public are permitted under State Law so long as such recording does not interfere with the conduct of the meeting. By law, the Chairman must be notified by any member of the public of their intention to record a meeting before the meeting commences. The Chair shall announce any such personal recordings as proscribed by law.

## **F. Executive Session**

If practicable, Executive Sessions, other than a few minutes in duration, will be scheduled only at the end of the Open Meeting. Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. An Executive Session shall not be held unless the Board has first convened in Open Session for which notice has been given. A majority of the members must vote to go into Executive Session and the vote of each member must be by roll call recorded in the minutes. The mover must specify in the Open Meeting the

grounds on which Executive Session is sought. Before the Executive Session, the Chairman must state whether or not the Board will reconvene in Open Session.

- **Executive Session Votes**

All votes taken in Executive Session shall be recorded roll call votes made part of the records of the Executive Session.

- **Executive Session Records**

The Board must maintain accurate records of both Open Meetings and Executive Session. At a minimum, the records must set forth "the date, time, place, members present or absent and action taken." Executive Session records shall remain confidential only "so long as the publication may defeat the lawful purpose of the Executive Session, but no longer." Thereafter they shall be open to the public. As such, the Board should periodically review its executive session minutes and vote to maintain confidentiality or release such records for public review.

## **G. Minutes**

The Board Administrator shall draft minutes and shall distribute such minutes to the Board. Minutes are circulated to the Board on or before any Friday preceding a regular meeting for approval at such next regular meeting of the Board.

On request of any Selectman, approval of minutes submitted shall be postponed for one week to enable such Selectman to propose and circulate proposed amendments. Proposed amendments must be circulated to each member not later than the Friday preceding the meeting at which approval is sought.

Minor typographical corrections may be made with respect to minutes otherwise in order for approval, without advance circulation of such corrections or Board approval.

Minutes shall contain a statement of all actions taken by the Board and of the disposition of all proposals for action. Discussions preceding action need not be detailed in the minutes.

Approved minutes shall be recorded and filed consistent with Town Bylaws and Massachusetts Public Records Laws.

Minutes of executive sessions shall be separately kept and recorded in accordance with the above procedures.

## **H. E-mail Communications**

E-mail provides a powerful and efficient resource for Board members' communication. However, e-mail also poses risks of both perceived and actual Open Meeting Law violations. Accordingly, in keeping with the best current practices in government transparency and Open Meeting Law compliance, Selectmen should endeavor to:

- Refrain from any e-mail exchanges between a quorum of members of the Board regarding Town business;
- Limit e-mail exchanges between any members to discussion of procedural items regarding agendas and scheduling, etc.; and
- Refrain from debating policy or conveying opinions on matters before the Board via e-mail among members of the Board whether or not among a quorum of members.



## Town of Arlington, Massachusetts

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### Discussion: Future BoS Meetings

#### ATTACHMENTS:

| Type  | Description                         |
|---|-------------------------------------|
|  Backup Material | January 2015 - April 2015 calendars |

# January

| <i>Sun</i> | <i>Mon</i>                                     | <i>Tue</i> | <i>Wed</i> | <i>Thu</i>                    | <i>Fri</i>                               | <i>Sat</i> |
|------------|--|------------|------------|-------------------------------|--|------------|
|            |  |            |            | <b>1</b><br>HAPPY NEW<br>YEAR | <b>2</b>                                 | <b>3</b>   |
| <b>4</b>   | <b>5</b>                                       | <b>6</b>   | <b>7</b>   | <b>8</b>                      | <b>9</b>                                 | <b>10</b>  |
| <b>11</b>  | <b>12</b>                                      | <b>13</b>  | <b>14</b>  | <b>15</b>                     | <b>16</b>                                | <b>17</b>  |
| <b>18</b>  | <b>19</b><br>MARTIN<br>LUTHER KING<br>BIRTHDAY | <b>20</b>  | <b>21</b>  | <b>22</b>                     | <b>23</b>                                | <b>24</b>  |
| <b>25</b>  | <b>26</b>                                      | <b>27</b>  | <b>28</b>  | <b>29</b>                     | <b>30</b><br>WARRANT<br>CLOSES @<br>NOON | <b>31</b>  |
|            |  |            |            |                               |  |            |

2015

# February

| <i>Sun</i> | <i>Mon</i>                      | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i>                               |
|------------|---------------------------------|------------|------------|------------|------------|--|
| <b>1</b>   | <b>2</b>                        | <b>3</b>   | <b>4</b>   | <b>5</b>   | <b>6</b>   | <b>7</b>                                 |
| <b>8</b>   | <b>9</b>                        | <b>10</b>  | <b>11</b>  | <b>12</b>  | <b>13</b>  | <b>14</b><br>HAPPY<br>VALENTINE'S<br>DAY |
| <b>15</b>  | <b>16</b><br>PRESIDENT'S<br>DAY | <b>17</b>  | <b>18</b>  | <b>19</b>  | <b>20</b>  | <b>21</b>                                |
| <b>22</b>  | <b>23</b>                       | <b>24</b>  | <b>25</b>  | <b>26</b>  | <b>27</b>  | <b>28</b>                                |
|            |                                 |            |            |            |            |  |
|            |                                 |            |            |            |            |  |

2015

# March

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i>                                | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|------------|---|------------|------------|------------|------------|
| <b>1</b>   | <b>2</b>   | <b>3</b>                                  | <b>4</b>   | <b>5</b>   | <b>6</b>   | <b>7</b>   |
| <b>8</b>   | <b>9</b>   | <b>10</b>                                 | <b>11</b>  | <b>12</b>  | <b>13</b>  | <b>14</b>  |
| <b>15</b>  | <b>16</b>  | <b>17</b><br>HAPPY ST<br>PATRICK'S<br>DAY | <b>18</b>  | <b>19</b>  | <b>20</b>  | <b>21</b>  |
| <b>22</b>  | <b>23</b>  | <b>24</b>                                 | <b>25</b>  | <b>26</b>  | <b>27</b>  | <b>28</b>  |
| <b>29</b>  | <b>30</b>  | <b>31</b>                                 |            |            |            |            |
|            |            |   |            |            |            |            |

2015

# April

| <i>Sun</i>                   | <i>Mon</i>                               | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i>              | <i>Sat</i> |
|------------------------------|--|------------|------------|------------|-------------------------|------------|
|                              |  |            | <b>1</b>   | <b>2</b>   | <b>3</b><br>Good Friday | <b>4</b>   |
| <b>5</b><br>Happy Easter     | <b>6</b>                                 | <b>7</b>   | <b>8</b>   | <b>9</b>   | <b>10</b>               | <b>11</b>  |
| <b>12</b><br>Orthodox Easter | <b>13</b>                                | <b>14</b>  | <b>15</b>  | <b>16</b>  | <b>17</b>               | <b>18</b>  |
| <b>19</b>                    | <b>20</b><br>Patriots' Day               | <b>21</b>  | <b>22</b>  | <b>23</b>  | <b>24</b>               | <b>25</b>  |
| <b>26</b>                    | <b>27</b><br>Town Meeting<br>First Night | <b>28</b>  | <b>29</b>  | <b>30</b>  |                         |            |
|                              |  |            |            |            |                         |            |

2015





## Town of Arlington, Massachusetts

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### Resignation from Transportation Advisory Committee

#### ATTACHMENTS:

| Type  | Description                                 |
|---|---|
|  Backup Material | Turcotte resignation letter, Meeting notice |

Dear Adam, TAC Members, Members of the Board of Selectmen, and staff

As I have now announced to the full TAC, it is my intention to resign as Co-Chair and as a member of the TAC no later than November 30, 2014.

After several months of discussions, my wife and I have decided that we will no longer maintain our primary residence in Arlington—a change now in process.

Accordingly, I'll be unable to devote the necessary time and attention to my responsibilities as Co-Chair and TAC member.

I'm working with Howard Muise, Jeff Maxtutis, and Laura Wiener to effect what I hope will be a seamless transition of duties to the other members.

While my wife and I excited about our decisions, I am nonetheless making this announcement with considerable mixed feelings.

I've greatly enjoyed my time on the committee, and have developed a much deeper appreciation for the talents and levels of commitment on the part of so many dedicated individuals. I'm grateful for the many opportunities I've been presented as a member of TAC.

It has been an honor and privilege to serve this wonderful community, and I extend to each and all of you my heartfelt best wishes.

Sincerely

**Richard G. Turcotte**  
**Co-Chairman**  
**Transportation Advisory Committee**

## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
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KEVIN F. GREELEY  
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730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

November 5, 2014

Richard G. Turcotte, Co-Chair  
Transportation Advisory Committee  
70 Robbins Road  
Arlington, MA 02476

Dear Mr. Turcotte:

We are in receipt of your correspondence in which announce that you will be resigning from the Transportation Advisory Committee by the end of November.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the November 10<sup>th</sup> Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

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### **Loans Approved at 34 and 49 Academy Street**

#### **ATTACHMENTS:**

| Type  | Description  |
|---|--|
|  Backup Material | Arlington Preservation Fund letter, Meeting notice |

RECEIVED  
ELECTRONIC'S OFFICE  
OCT 14 11 51 AM '14

**ARLINGTON PRESERVATION FUND, INC.**

Please reply to:

John L. Worden III  
50 Congress Street  
Boston, Massachusetts 02109  
(617) 227-8662

jworden@swwalaw.com

October 9, 2014

Board of Selectmen  
Town Hall  
Arlington, Massachusetts 02176

Mrs. Mahon & Gentlemen:

The terms of three members of the Preservation Fund corporation expired last month. Accordingly, we ask that you re-appoint for three year terms:

Patrick Guthrie, 41 Wellington Street (Historical Commission designee);

Al Stevens, 84 Jason Street (Arlington Historical Society designee); and

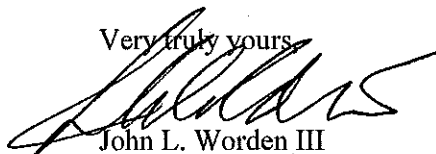
Clark L. Griffith, 5 Woodland Road, Lexington 02420 (architect)

Also this is to let you know that the Fund's Board of Directors has approved an additional loan of \$29,000 to Dr. James Ellison to remove the vinyl siding and replacement with clapboards on a house at 34 Academy Street, which is in the Pleasant Street Historic District. This work has been approved by the Historic District Commission. As mentioned in my June 24 letter to you regarding his initial loan, the house in question is a 1959 infill structure on part of the former Hornblower-Rice Estate (previously Potter's Grove). Although the structure is not historically or architecturally significant, the fact that it has heretofore been a somewhat discordant element in an otherwise fairly well-preserved streetscape makes it worthwhile to improve its appearance and in the process to help its owner with a low-interest loan.

At the same meeting we approved a loan of \$35,000 to David and Hilary Baldwin, for restoration of the garage on their property at 49 Academy Street. This stone two-bay structure was built about 1920, after the house was moved by Mr. Smith to the former front yard of a house set far back from the street. The project includes repairs to the stone work (fairly unique, since most garages in that era were built of concrete block), roof replacement (eliminating the present asbestos), and replacement of the side-hinged doors, no longer functional, with exact replicas. This building is also in the Pleasant Street Historic District, and the work has been approved by the Historic District Commission.

If you have any questions, please do not hesitate to let me know.

Very truly yours,



John L. Worden III  
President

JLW/jbr

cc: Mrs. Lemnios

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
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730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

November 4, 2014

John L. Worden III, President  
Arlington Preservation Fund, Inc.  
27 Jason Street  
Arlington, MA 02476

Dear Mr. Worden:

We are in receipt of your correspondence of October 9<sup>th</sup> in which you discuss the approval of loans on Academy Street by the Arlington Preservation Fund.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the November 10<sup>th</sup> Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr